SETTING UP THE LODGING CAPITOL ASSESSMENT FUND IN GEAC/UX
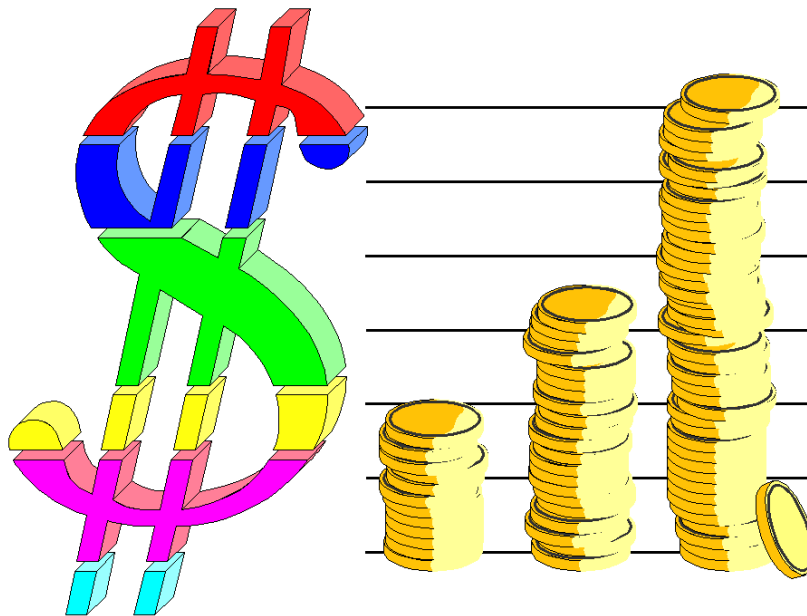
Creating The Transaction Codes

1. From the Main Menu, select Database Maintenance Menu
2. Select Transaction Codes
3. Select the Department number or enter a new number if creating a brand new one.
    Note: Department 1 can not be used.
4. Press [Next Block] to move the cursor to the Sub-Department section.
5. Press the down arrow until the Sub-Department section is blank.
6. Type the following information:
    - **Sub-Department Number** - Type the new sub-department number for the LCA Fund
    - **Internal Description** - Type the description the LCA Fund to be listed as
    - **External Description** - Press [Enter] and the description typed in the above field is automatically placed in this field.
    - **Revenue Class** - [List Values] and select the appropriate Revenue Class
    - **Revenue Group** - This field defaults to "MSTR" for master
    - **Report Group** - Leave this field blank
    - **Allow Manual Posting (Y/N)** - Type "Y"
    - **Modify Description (Y/N)** - Type "N"
    - **Summarize on Folio (Y/N)** - Type "Y"
    - **Revenue Transaction (Y/N)** - Type "Y"
7. When the Revenue Transaction prompt is complete, the system displays the message "Do you wish to create a corresponding allowance transaction code (Y/N)?" at the bottom of the screen. Type "Y" to proceed.
    Note: [Enter] does not need to be pressed after pressing "Y".
8. At Allowance Dept/Sub-Dept, press [Enter] once to accept the department number. Type the sub-department number.
    Note: The allowance sub-department number is generally determined by adding 50 to the original sub-department number.
9. Once the number is entered, the system automatically enters the description. Press [Enter] to continue. The screen now displays "Do you wish to create a corresponding sundry transaction code (Y/N)?" at the bottom of the screen. Type "N" and the cursor returns to the Sub-Department Number field.
10. Press [Save]
11. A new window automatically opens asking for the appropriate Revenue Type for this sub-department. Type one of the following codes:
    - ROOM for Room Revenue
    - FOOD for Food Revenue
    - BEV for Beverage Revenue
    - MISC for Miscellaneous Revenue
    - OTHR for Other Revenue
      Note: if "ROOM" is chosen, the amount of the LCA Fund revenue posted is reflected in all marketing reports. For example, the average room rate includes the LCA Fund Revenue. If this revenue is to be tracked separately from room revenue, select "MISC" or "OTHR".
12. Type "Y" in the CFT, GH and TA fields
13. Press [Save] twice

Adjusting The Rate Schedules

1. From the Main Menu, select Data Base Maintenance Menu
2. Select Rate Schedule
3. Use [List Values] to select the Rate Schedule to adjust
4. Press the [Enter] key until the cursor is on the Package Type field. Change the prompt from "N" to "B" for a Basic Package.

```
   Hub Class Hotel           RATE SCHEDULE MAINTENANCE     Date: 29-SEP-1965 Thur
   Train 2                                                 Time: 10:26 AM


   Rate Schedule TDYRATE6 TDY Rate              Status  A Active

   Schedule Ty┌─────────────────────────────────────────────────────┐ackage
   Market Segme│                                                     │T6
     Misc Stats│   You are changing this rate schedule into a        │
               │   package rate schedule.  Do you wish to keep       │
   Id Requireme│   the current rate data (Y/N)? █                    │
               │                                                     │
          Mini│   Enter Department number for the Package Rate    █ │ri Sat Sun
   Nights   ██ │   Enter Room Revenue Sub-Department             ███ │Y  Y   Y
   Guests   ██ │                                                     │Y  Y   Y
   Advance Book└─────────────────────────────────────────────────────┘

      Description           Package Data           × Central Resv Options
    × Rate Data             Package Pickup         × Change Log
      Deposit Request       Special Service
      Cancellation        × Tax Charges
```

5. Type "Y" to the prompt that says: "You are changing this rate schedule into a package rate schedule. Do you wish to keep the current rate data (Y/N)?

6. Type the number "1" in the prompt that says "Enter Department number for the Package Rate".

7. Press [List Values] and select the correct sub-department for the prompt that says: "Enter Room Revenue Sub-Department"

8. The cursor is placed into the Package Data window. Press [Next Block] twice to place the cursor in the Accommodation field.

9. Use the [Enter] key to move through the following fields to make changes as needed.
    - **Dp** - Shown in this field is the department number entered earlier. This is the department to which room revenue for that accommodation should be posted (this MUST be department 1, room revenue).
    - **Sb** - Shown in this field is the sub-department number entered earlier. This is the sub-department to which room revenue for that accommodation should be posted.
    - **Day** - The cursor should skip over this field
    - **Sum** - This field is used to determine whether or not the LCA Fund additional charge should be shown as a separate item on the folio or if it should be included in the room charge total as one amount. Since the charge should not be listed separately, type "S" in this field.
    - **A** - This field is used to determine whether or not tax should be show separately. Since Military Lodging facilities do not charge tax, type "N" in this field.

10. Go through the columns for Single, Double, Triple, Quadruple, Extra, Youth and Children and type the appropriate 'per night' rates. (This amount should NOT include the LCA Fund)

11. Once the rates are edited and verified, go to the bottom of the window. The last line reads "RDFT" in the "Accom" field. This is used for system purposes. No modification is allowed to this line. Arrow down so that the cursor is on a blank line. The bottom of the screen reads "Enter an accom. code, 'DFLT' for default rate, or 'RDFT' for room default"

12. Type each accommodation code again using the appropriate department and sub-department for the LCA Fund. Be sure to type "**S**" in the Sum field and "**N**" in the A field.   In the Single field only, type the amount of the LCA Fund contribution.   Press the [Enter] key to get past the Double, Triple and Quadruple fields.

In the example below, "DVQ" is an adequate room and "GL" is an inadequate room. Foreign student rates are handled in the same manner.

```
Accom Dp Sb Day Sum A        Single        Double        Triple      Quadruple
DVQ   1  2        S   N        30.00         30.00         30.00         30.00
DVQ   6  5        S   N         6.00          6.00          6.00          6.00
GL    1  2        S   N        35.00         35.00         35.00         35.00
GL    6  5        S   N         0.50          0.50          0.50          0.50
RDFT  1  2        S   N         0.00          0.00          0.00          0.00
```

13. To verify the final rate amount [Quick] into Rate Data. Each accommodation is listed here along with the rate that posts on the guest folio. This should be the room rate plus the LCA Fund contribution. See the example below:

```
Hub Class Hotel          RATE SCHEDULE MAINTENANCE   Date: 29-SEP-1965 Thur
Train 2                                              Time: 10:26 AM


   Rate Schedule TDYRATE6 TDY Rate           Status  A Active


                                  Rate Data                    (1 of 1)
   Season 2000 2000                   Begin Dt 01-01-2000  End Dt 12-31-2000

   Accom  Seq       Single        Double        Triple      Quadruple
   DVQ    21         36.00         36.00         36.00         36.00
   GL     22         35.50         35.50         35.50         35.50







   Extra                 Youth                 Children
```

Adjusting The DAR
1. From the Main Menu, select Extended Services Menu
2. Select CNA/DAR Menu
3. Select DAR Parameter Maintenance
4. Press the down arrow if necessary, to locate the appropriate DAR heading.
5. Press the [Next Block] key and the down arrow to get to a blank line.
6. Type the department and sub-department number created earlier for the LCA Fund charge.
7. The Description is automatically entered.
8. On the next blank line, type the department and sub-department numbers created earlier for the LCA Fund adjustment.
9. The Description is automatically entered.
10. Press [Save]